

# POSITION DESCRIPTION

## WORKFORCE AND ECONOMIC PARTICIPATION LEAD

### Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

### Our Goals

Thriving Community	Prosperous Economy	Clean And Green City	Places For People
<i>A City where people have the opportunity to connect and flourish</i>	<i>A City with a thriving economy that enriches its local community</i>	<i>A City that values its natural environment</i>	<i>An accessible City where people love to be</i>

### Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.  
Our systems, processes and tools are contemporary and reflect leading practice.  
Our assets and finances are managed with good stewardship.

### We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

### Our Organisational Values

Make a Difference	Grow & Improve	Better Together
We serve our community well	We improve our work everyday	We collaborate & create to deliver meaningful outcomes
<ul style="list-style-type: none"> <li>• Deliver public good</li> <li>• Improve the quality of people's lives</li> <li>• Community focussed</li> <li>• Deliver Council's City Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Innovate</li> <li>• Continuously improve</li> <li>• Problem solve</li> <li>• Adapt &amp; change</li> <li>• Engage the community</li> <li>• Shape the future</li> </ul>	<ul style="list-style-type: none"> <li>• Trust, honesty, integrity</li> <li>• Care &amp; support each other</li> <li>• Work as a team</li> <li>• We celebrate success</li> <li>• We are accountable</li> <li>• Open communication</li> </ul>

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The position is:

Position Title	Workforce and Economic Participation Lead		
Department & Section	Community Development, Yitpi Yartapuultiku		
Team	Yitpi Yartapuultiku		
Reporting to	Manager, Yitpi Yartapuultiku		
Positions Reporting to it	Nil		
Classification and Stream	MOA Level 6		
Position Number		Prescribed Position:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

## How does this position contribute to our community?

Responsible for supporting local economic growth and workforce development initiatives through the Aboriginal Cultural Centre, Yitpi Yartapuultiku. This role drives programs that enhance employment, training, business development, and economic participation opportunities for Aboriginal peoples and the broader community. Working closely with businesses, Traditional Owners, education providers, community organisations, and government partners, the Officer supports the Cultural Centre's strategic vision of cultural, social, and economic empowerment.

## What does the position do?

- Develop and deliver workforce and economic participation initiatives that align with the Cultural Centre's objectives and Council's economic development strategies.
- Build strong partnerships with Aboriginal businesses, entrepreneurs, training providers, and employers.
- Support the design and delivery of programs that grow Aboriginal business capacity, cultural tourism, arts enterprises, and local economic resilience.
- Assist with grant applications, reporting, and partnerships that advance employment and economic outcomes.
- Advocate for Aboriginal workforce needs in collaboration with Council, community, and government stakeholders.
- Promote culturally appropriate employment and training pathways across priority sectors through partnerships and targeted programs.
- Provide expert advice and support to integrate economic development activities into broader Cultural Centre programs.
- Monitor, evaluate, and report on economic and workforce outcomes, ensuring programs are culturally appropriate and community-led.
- Provide high-quality advice, reporting, and project management support to ensure the Cultural Centre's contribution to economic development is strategic, sustainable, and community-driven.
- Lead effective planning, implementation, operation and evaluation of a broad range of programs and services, in accordance with relevant plans, policies and frameworks.
- Procurement and contractual management of contractors and service providers within established policies and procedures.
- Ensure all day-to-day activities of Yitpi Yartapuultiku are conducted in a culturally respectful and appropriate manner.
- Work collaboratively with staff across the organisation to support a range of programs and activities.
- Assist in preparing operational budgets and monitor expenditure and revenue in accordance with established budgets.
- Ensure financial performance targets are monitored and achieved.
- Use sound judgement when working with staff, contractors and stakeholders to find solutions to highly complex cultural matters or situations.

- May be required to work out of hours, evenings, and weekends to support the operational requirements of the Centre.
- Other reasonable duties as required.

## **What outcomes does the position deliver?**

- Yitpi Yartapuultiku is welcoming, inclusive, accessible place that provides opportunities for aboriginal and non-aboriginal people to learn, experience and be immersed in Aboriginal culture.
- Yitpi Yartapuultiku grows and develops as a vital community place and cultural destination for all people.
- Operation of Yitpi Yartapuultiku is managed in alignment with agreed strategic plans, goals and objectives.
- The lives, wellbeing, culture and spirituality of Aboriginal peoples is supported and improved.
- Yitpi Yartapuultiku thrives through authentic community participation that places community, culture and Country at the Centre.
- The priorities and resources of Yitpi Yartapuultiku are responsive to community needs.
- Strengthen relationships with Aboriginal businesses, entrepreneurs, industry groups, and training providers to create employment, training, and enterprise opportunities.

## **The behaviours we expect the position to contribute to our workplace are:**

- Customer focused and passionate about delivering for our community.
- Alignment to PAE Values and Code of Conduct.
- Interpersonal skills that build good work relationships.
- Sound problem solving, innovative thinking and informed decision making.
- Enthusiasm to complete tasks.
- A commitment to personal development and improvement.
- Adaptability and flexibility to new ideas and concepts.
- Politically aware.
- High-level communication skills, including stakeholder engagement, advocacy, report writing, and grant applications.
- Ability to work collaboratively across teams and with diverse internal and external stakeholders.
- Commitment to cultural safety, community empowerment, and promoting positive social and economic outcomes for Aboriginal peoples.
- Strong project management skills with the ability to design, deliver, and evaluate programs that achieve workforce and economic outcomes.

## **Qualifications for the position**

- Relevant tertiary qualifications in economic development, business, community development, Aboriginal studies or a related field, or the equivalent in work experience.
- Working with Children Check, or willingness to undertake prior to commencement is essential.
- Child Safe Environment training certificate or willingness to undertake training upon commencement is essential.

## **Experience**

- In workforce development, economic development, business support, or related fields preferably within Aboriginal or community-focused contexts.
- Proven ability to build effective partnerships with Aboriginal communities, businesses, training providers, and government agencies.
- Working within a local or state government, Aboriginal Cultural Centre, or community-controlled organisation.

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- Supervision of staff.
- Community service provision within an Aboriginal community setting.
- Monitoring budgets and contractual agreements.

## Knowledge

- Aboriginal cultures, community priorities, and the role of cultural enterprises in economic development.
- Local, state, and federal government economic development programs and funding opportunities.
- Aboriginal cultures, economic participation priorities, and the role of cultural enterprises in community development.
- Local government operations and the ability to align projects with council plans, policies, and strategies.
- Procurement and contract management.
- Product and service planning and implementation.
- Community engagement methodologies.

## Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

## Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

## Procurement and Contract Management

- Responsible for complying with Council's procurement policy and processes.
- Proficient in the application and requirements of procurement within a Local Government context.
- Requirement to undertake regular training regarding procurement and contract management activities.

## Our Safety and Return to Work Commitments

### All Employees

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_